



Minutes

CAPM Board of Directors Meeting
November 20, 2014
4:00PM – 8:30 PM
Lady Slipper Room, Centennial Office Building
658 Cedar Street, Saint Paul, MN 55155

Madame Chair Batica called the meeting to order at 4:05PM.

I. ROLL CALL

Present:

Adeel Lari
Elsa Batica
Ananda Liyanapathiranage
George Thaw Moo
Hedy Tripp
Danny Lee
Melissa Kwon
Mukhtar Thakur
Shanti Shah
Shivanthi Sathanandan
Tran Nhon
Tsewang Ngodup
David Maeda
State Senator Alice Johnson
State Representative Carolyn Laine

Staff: Sia Her, Tenzin Dolkar, Karina Vang, Angelina Nguyen.

Absent: State Representative Joe Mullery, State Senator Fong Hawj, Priya Outar, Hoehn Hach.

With 13 out of 15 voting members present, there was a quorum.

II. APPROVAL OF NOVEMBER 2014 MEETING AGENDA

Madame Chair Batica asked for a motion to approve the meeting agenda.

MOTION: To amend the agenda in order to postpone Board election until the next Board meeting on December 18, 2014.

BY: Mr. Lari and Ms. Tripp seconded.

DISCUSSION: Mr. Lari proposed to postpone Board election until the December meeting because of time constraint. He expressed concern that the Board will not have enough time in this meeting. Madame Chair Batica ensured that she will facilitate this meeting to



maximize the use of time. Mr. Tran suggested that the Board wait and decide towards 7:30PM if there is enough time to conduct Board elections rather than deciding at the beginning of the meeting. He added that he is advising this because it is uncertain there will be a December meeting and the legislative session is scheduled to begin in January 2015; thus, it is crucial to elect a new Board Chair and Vice Chair as soon as possible. Mr. Lee added that he would like to conduct the Board elections at this meeting to give the new Chair and Vice Chair sufficient time to transition. Ms. Shah reminded the Board that the latter half of December is a time when Board members may not be in town. Mr. Lari withdrew his motion.

MOTION: To approve the November 20, 2014 meeting agenda. *Motion was unanimously approved.*

III. APPROVAL OF OCTOBER 2014 MEETING MINUTES

Madame Chair Batica presented to the Board the meeting minutes of October 16, 2014.

MOTION: To approve October 16, 2014 meeting minutes.

BY: Mr. Tran and seconded by Mr. Lee. *Motion was approved with 12 votes. 1 Abstention by Mr. Maeda.*

IV. UPDATES

Representative Laine shared that the House is now majority Republican after the November 4, 2014 elections.

V. EXECUTIVE DIRECTOR'S REPORT

A copy of the Executive Director's Report was provided to everyone. Ms. Her summarized administrative, staff, projects/programs, community relations, government relations, and community outreach updates. Highlights include the completion of CAPM's 2014 Annual Report and the postponement of CAPM's website re-construction. An updated financial report was included.

MOTION: To approve the 2014 Annual Report.

BY: Dr. Kwon and Mr. Maeda seconded.

DISCUSSION: Mr. Thakur raised two questions about the Annual Report.

First, the Indian population number of the pie chart on page 23 differs from that in the table on page 24. Ms. Nguyen explained that the pie chart and the table featured two different Census data sets from two different time periods.

Second, Mr. Thakur asked why the welcome letter is written in terms of "I" rather than "we". Mr. Tran clarified that this issue was already discussed at the Executive Committee. Ms. Tripp expressed that she felt uneasy that the Board was not included enough in the Annual Report. Ms. Her responded that when staff asked the Board for feedback on the



report draft, there was no response at all; thus, staff assumed this was a green light. Mr. Lari said CLAC and COBM's annual reports featured no staff at all and had a welcome letter from the Board Chair as well as from the Executive Director. Mr. Tran asked the two legislative Board members for their comments on the Annual Report. Representative Laine said she has no issue with the report and thought it was a fine report. Senator Johnson said it was a fine report; nothing about the Welcome Letter caught her attention as being problematic. Ms. Her explained that because the OLA audit reported that the community, including, prominent community members, did not know what the Council was or what it did, it is important to highlight that the Council is re-positioning itself with a new staff team. Members of the Board asked if the Board would be interested in amending the report and reprinting it. Ms. Sathanandan said this issue does not warrant a re-print and suggested the Board record this discussion in the meeting Minutes, consider it a learning experience, and vote to move on.

Madame Chair Batica said that 4-weeks of a time frame to give feedback to staff about the Annual Report may not be sufficient for a Board of volunteers given their busy lives. She tried her best to give her most important feedback. If the Board as a whole does not give feedback during that time frame when it was solicited, it is the Board's responsibility.

MOTION: To amend Dr. Kwon's motion in order to approve the annual report with two changes in the digital copy: (1) include a letter from the Board chair, (2) change the population numbers on page 23 and page 24 to stay consistent.

BY: Mr. Lari.

DISCUSSION: Dr. Kwon suggested that, from a research perspective, the data source should be added to the pie chart on page 23; numbers cannot be deleted or changed as Mr. Lari suggested. Mr. Tran asked if the first change – to include a welcome letter from the Board Chair in the Annual Report – will apply to this year only or to all consequent years. Mr. Thakur suggested make a resolution requiring a welcome letter from the Board Chair in every annual report moving forward.

MOTION: To amend Mr. Lari's motion in order to pass a resolution that requires CAPM's Annual Report include a welcome letter by the Board Chair moving forward.

BY: Mr. Thakur.

DISCUSSION: Senator Johnson asked the Board to vote to approve the Executive Director's Report, Financial Report, and Annual Report as presented, and to capture the lessons/discussion in the meeting minutes and move on.

All motions made thus far were withdrawn.

MOTION: To approve the Executive Director's Report, Financial Report, and Annual Report. Lessons are to be recorded but the Annual Report will not be re-printed.



BY: Dr. Kwon and Mr. Tran seconded. *Motion was approved with 9 votes. Four abstentions by Ms. Tripp, Mr. Thakur, Mr. Lari, and Mr. Liyanapathiranage.*

VI. FINANCIAL REPORT

Ms. Her presented an updated financial report to the Board, which was approved along with her Executive Director's Report and the Council's 2014 Annual Report.

DISCUSSION:

Mr. Thakur asked about the "Full Time – Salary" item on the budget to clarify how much funds have been encumbered and how much has been expended. Mr. Liyapatharanage, Mr. Lee, and Mr. Lari contributed to Ms. Her's clarifying explanation.

VII. 2015 LEGISLATIVE PRIORITIES

Committee Chair Tran reported that the Council's legislative agenda has been drafted. Ms. Dolkar explained how the community survey was implemented and how the results were used to inform the Council's 2015 legislative agenda draft. The community's top issues have not changed since last year.

Mr. Thakur raised concerns about the phrase "culturally and linguistically appropriate resources" – specifically, he expressed that it may have negative implications for the Council when this document comes before the Republican legislators. Ms. Her asked Mr. Thakur for recommendations for reframing this issue if in its current form, it is problematic. Dr. Kwon shared that in her work, "culturally and linguistically appropriate resources" is commonly used and understood. She stressed that this is a community survey, not a Board survey, so the voice of the community should remain intact. She emphasized that the Council serves the most diverse population among all of the councils of color and that Minnesota has the most refugee-experienced Asian Pacific Islanders in the U.S.; it would be a disservice to our community if "culturally and linguistically appropriate services" are not provided. Furthermore, Dr. Kwon added, if advocating for this issue is going to cause negative reactions from the Republican legislators, then so be it because this is the Council responding to the community. Representative Laine confirmed that the phrase is used commonly at the House of Representatives and both political parties agree that such service is sometimes necessary.

Mr. Lari asked if the survey participation rate has been shown to the Board yet. Mr. Tran and Madame Chair Batica clarified that the survey report is due to be completed soon. Mr. Lari suggested that the Council should include CAAL's¹ priorities in its legislative agenda. Ms. Dolkar explained the growth trajectory of the Council's process of forming its legislative agenda and stated that including other organizations' priorities is a possible step, but the

¹ Coalition of Asian American Leaders.



Council is not there yet. Mr. Thawmoo reminded everyone that the community needs to hear from the Council Board too, in addition hearing from the Council staff.

Ms. Her offered to present the community survey report to the Board at the December meeting and present an opportunity for Board members to provide feedback before the 2015 legislative agenda is finalized.

VIII. STRATEGIC PLAN AND POLICIES/PROCEDURES MANUAL

From 5:40PM to 8:10PM, Board members reviewed the Policies and Procedures Manual and made revisions as a big group. All expressed desired changes were made with the exception of the following "parking lot" item: the Executive Director's authority to respond to urgent matters as a representative of the Council without Board input/approval (page 18). After discussion, the majority of Board members agreed to approve the revised version by mid-January 2015 in time to share the Manual with legislators during 2015 legislative session.

At 8:13PM, Madame Chair Batica asked Board members for recommendations on how to best use the remaining time in the meeting. Mr. Lari suggested revising the Strategic Plan and postponing the Board Election. Madame Chair Batica suggested holding the Election and postponing the Strategic Plan revision; Ms. Shah seconded and Representative Laine agreed.

IX. 2015 BOARD LEADERSHIP ELECTION

The Election can be done by secret ballot. Ms. Sathanandan motioned to proceed with an open vote in the interest of time.

Ms. Shah nominated Mr. Tran for Chair and Dr. Ngodup seconded.

MOTION: To vote by acclamation for Mr. Tran to become the 2015 Chair.

BY: Ms. Sathanandan and seconded by Ms. Shah. *Motion was unanimously approved.*

Mr. Thaw moo nominated Dr. Ngodup for Vice Chair. Mr. Lari nominated Dr. Kwon for Vice Chair, which Dr. Kwon did not accept. Ms. Tripp nominated Ms. Shah for Vice Chair, which Ms. Shah did not accept.

MOTION: To vote by acclamation for Dr. Ngodup to be the 2015 Vice Chair.

BY: Ms. Shah and seconded by Mr. Lari. *Motion was unanimously approved.*

Dr. Ngodup nominated Mr. Lari for Treasurer. Mr. Tran nominated Ms. Shah for Treasurer and Ms. Sathanandan seconded.

MOTION: To vote by acclamation for Ms. Shah to be the 2015 Treasurer.

BY: Mr. Lari and seconded by Ms. Sathanandan. *Motion was unanimously approved.*

X. ADJOURNMENT

The meeting was adjourned at 8:30PM.